

Internal/External
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

January 24, 2008

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| Job Title: | Parole Board Analyst | Position No.: | 13004 |
| Division: | Board of Pardons and Parole | Bargaining Unit: | None |
| Location: | Great Falls | Supplement: | None |
| Status: | Permanent/Full-time | | |
| Salary: | \$15.958 to \$19.948 market | Shift: | Mon- Fri 8:00-5:00 |
| Salary Information: The Department of Corrections has established a 5 year career increment program. After 5 years of successful performance this position should be at market. The current market data for this position is \$19.948. This rate does not include any statutory raises granted by the legislature and is subject to change dependent on salary survey data distributed by the Department of Administration. | | | |

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406) 444-4551 **email to** hrcen@mt.gov

Deadline: Wednesday, February 6, 2008. No later than 5:00 p.m.

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process, also available at this address link.

Special Information: This position deals with felony offenders daily. This position has the ability to go anywhere in the Montana State Prison and other secured facilities without escort. The position directs classes with large number of inmates present with no supervision by correctional staff. The position deals directly with inmates denied parole and with the inmate's family members upset with a parole decision. Required to take MSP self-defense course and weaponless officer safety course. Trained in non-lethal defense forms. Also travel in excess of 1000 miles per month is routine.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties: Member of initial classification and pre-release screening committees at Montana State Prison, Treasure State Correctional Training Center, Regional Prisons, the Crossroad Correctional Center and Montana Women's Prison. Knowledge of each case,

personal interviews, on-the-spot interpretation and evaluation of information, and immediate decisions on the appropriateness of a candidate for a given program. Includes speaking to inmates requesting information on appropriate treatment and individual suitability for parole. Denies inappropriate or unmotivated applicants, justifying decision to them, and representing the Board's philosophy to opposing agencies.

Provide in-service training in the area of the Board's policies and procedures. Represent the agency or the State at conference, hearings or public meetings. Assists in budget preparation. Review and monitor current news articles, court decisions, and trends in parole. Draft policy proposals. Compose correspondence in answer to oral and written inquiries. Review and respond to daily correspondence. Provide information and coordinate matters of client jurisdiction. Conduct pre-parole school for inmates, advising of policy, procedure, and recommended programs. Make recommendations as to the approval or denial of requests for release of confidential file material. Interpret and defend dispositions, legal documents, sentence calculations, and corrections law.

Interview inmates for parole consideration, furlough, and revocation actions. Ensure inmate's rights regarding parole are met. Submit and recommend case dispositions to the Board and to inmates. Assist and advise on issuance of arrest warrants and the appropriateness of extraditing or return to prison. Assess and advise as to the use of alternative placement of parole violators. Notify parole violators of charges filed against them and their rights according to law. Authorize release of inmates onto parole status and read and explain parole rules to inmates. Advise inmates regarding appropriate self-help programming by analyzing criminal and social histories, psychological testing and evaluation to alleviate inappropriate and frivolous parole applications and plans.

Research publications for new approaches and innovations applicable to rehabilitation and parole supervision.

Qualifications: Knowledge of the functions, procedures, organization, and governing laws and regulations of the Corrections system. Knowledge of the Montana Codes Annotated relating to crime, sentencing, rehabilitation, institutionalization and Probation and Parole. Knowledge of statutes of the states specific to the supervision of adult offenders in order to determine appropriate release plans. Knowledge of the legislative process and Executive planning process. Knowledge of modern security technologies, treatment modalities, office practices, report and letter writing, business English, and computer skills including Word and Excel software. Knowledge of risk management and tort defense policies.

The ability to form and chair committees with groups with conflicting views. Coordinate activities with resource persons and departments outside the agency. Establish and maintain effective working relationships with administrative, professional, line staff, and the public. Analyze, assemble, and compile information for reports and communicate effectively verbally and in writing. Act with initiative, good judgement, and with a minimum of supervision. Manage administrative details and complex and confidential material. Maintain an effective and positive relationship with the media. Follow written and oral instructions explicitly and perform work accurately and thoroughly.

Competencies:

Commitment to the organization & the public: BOPP employees perform their duties for the benefit of the people of the state of Montana through demonstrated commitment to public safety, and their governing Board.

Speaking & Writing Effectively: Expresses & presents thoughts & ideas clearly, succinctly, & in an understandable manner individually & in groups or through written communication.

Decision making: Independently takes action & responsibility for solving problems. Makes decisions designed to achieve desired outcomes.

Efficiency & Focus: Focuses efforts & energy on successfully attaining clear, concrete, accurate & timely outcomes of importance to the Board of Pardons and Parole with and the public.

Independence & Responsibility: Makes difficult decisions despite ambiguity or adversity & accepts individual responsibility for all actions taken. Takes pride in the work performed for the Board of Pardons and Parole & demonstrates motivation & initiative in carrying out job duties.

Professionalism: Maintains focus, effectiveness, emotional control & maturity. Remains positive & composed under stress, change, or transition.

Flexibility/Adaptability: Accepts change as a normal part of organizational growth. Adjusts to multiple demands & priorities, & is able to shift gears to redirect activities as situations or circumstances change.

Teamwork: Works cooperatively with others as part of the BOPP team. As a good team player, does his or her share of the work & pitches in to help others when necessary.

Analytical Thinking: Obtains necessary facts or relevant information, data & opinions & uses them to analyze a situation or work problem.

Education and Experience: The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a combination of education and experience. A **Bachelor's degree in Criminology or a related field is a must.** Three to four years of progressively responsible administrative and supervising experience in corrections or a related social services field is preferred.

Successful applicant is required to successfully complete the basic pre-service training class for prison personnel, including self- defense. ****THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT, if considered the applicant will be required to complete the 40 hour probation and parole officer basic.****

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from

appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Benefits: This position is placed on band 6 on the state's broadband pay plan. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

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| Applicant's Name: | |
| Other names Used: (i.e.: maiden name, previous married names) | |
| Social Security Number: | |
| Date of Birth: | |
| List of states where you have resided: | |

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____